



JOB DESCRIPTION

Title: ADMINISTRATIVE AND DEVELOPMENT SERVICES DIRECTOR

Department: Administrative and Development Services
Class Code: 1520
FLSA Status: Exempt
Effective Date: July 10, 2011
Grade Number: 34

GENERAL PURPOSE

Under broad policy guidance and direction from the Mayor, City Council, and RDA Board performs professional, administrative and supervisory responsibilities in developing, directing, and coordinating the City Treasurer, to include Utility Billing, City Recorder, Purchasing, Information Technology, Geographic Information Systems, Community and Economic Development and Building Divisions.

EXAMPLE OF DUTIES

- *-- Oversees supervision of personnel; approves all hiring, promotions, disciplinary actions, and terminations. Establishes and evaluates performance work standards, to include safety policies and procedures; helps resolve difficult personnel problems. Supervises personnel; hires, trains, evaluates and disciplines employees; assigns, monitors and schedules work assignments. Prepares and manages annual budget and monitors expenditures.
- *-- Works with Department personnel in developing, negotiating and presenting budgets to the Mayor and City Council; monitors expenditures as needed.
- *-- Plans, coordinates and provides overall direction for the various activities of the Administrative and Development Services department; prepares and presents comprehensive plans for the improvement and expansion of facilities and activities; plans long-range goals for the department.
- *-- Meets with businesses; develops profiles; communicates and maintains a positive relationship with businesses to resolve issues and address needs. Works with local chamber to provide support to existing businesses. Develops and nurtures professional working relationships with business owners and managers and encourages them to locate or expand their operations in the City. Communicates with the Mayor on the status of businesses in the City.

- *-- Serves as the Executive Director for the RDA and performs and oversees all staff functions, including reports and oral presentations, related to administration of Board business.
- *-- Assists in policy development; researches specific information upon request; aids in administrative decision making processes.
- *-- Maintains liaison with other city departments, community groups, and individuals in order to explain and discuss various aspects of department functions; makes all necessary reports to city departments and other government agencies as well as to the public.
- *-- Attends meetings that require representation of the Murray City Administrative and Development Services Department; researches various information for grants; writes and negotiates grants; administers obtained Federal grants; administers State monies and other funding received.
- *-- Provides a sufficient financial base for department operations by securing extra budgeted funds at local, state and federal levels; prepares grant applications; coordinates fund-raising activities; actively seeks donations.
- *-- Actively recruits businesses and facilitates expansion and relocation opportunities for the community and coordinates meetings and other negotiation efforts.
- *-- Plans, coordinates and directs the implementation of the city general plan with elected and appointed officials. Develops, organizes and facilitates on-going comprehensive planning processes and procedures for current and long range needs to reach goals in the city general plan; ensures implementation and enforcement of planning and zoning ordinances; identifies alternatives for converting policy ideas into action plans affecting city developments, expansion, transportation and related programs.
- *-- Manages the day-to-day operations of the department; initiates studies regarding all pertinent issues, development of ordinances and any other regulations pertaining to the department.
- *-- Serves as an at-will Department Head to the Mayor, and the City Council, providing reports and oral presentations as required. Works with applicable board and advisory committees to provide leadership, technical insight, and recommendations related to department and city functions.
- *-- Meets with the public, developers and other community groups on department related issues; interprets information in City ordinances pertaining to the department.
- *-- Conducts public meetings and hearings as needed to solicit public response, provide explanation of policy and project options; educates the public through media, reports, public meetings and presentations.

- *-- Serves as a representative on state and local committees such as affordable housing and homeless committees or other related functions for the city.
- *-- Oversees administrative duties in receiving, accounting for, depositing, and investing City funds and custody of City cash and investments. Ensures all utility billing and financial transactions and meter reading functions are performed effectively and efficiently.
- *-- Oversees and directs work regarding information processing, telecommunications, telephone, Geographic Information System and related technologies. Administers the above programs in an efficient and cost effective manner utilizing advanced technology and methodologies.
- *-- Directs the planning, design and development, integration, coordination and operations of all I.T. functions and responsibilities.
- *-- Develops, implements, and audits standard operating policies and procedures, to include timeliness, quality, documentation and security of I.T. division responsibilities.
- *-- Direct the activities and operations regarding Records Management, Procurement, Contract Administration, Municipal Elections, Business and Liquor Licensing, Facilities and Grounds Maintenance.
- Performs related duties as assigned by the Mayor.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from college with a Bachelor's Degree in Business Administration, Public Administration or closely related field (Masters Degree is preferred) and six (6) years of related administration and supervisory experience, or an equivalent combination of education and/or experience.

Special Requirements

- Must have a valid Utah Driver's License.

Necessary knowledge, Skills and Abilities

- Thorough knowledge of the principles and practices of government organizations and applicable law, theory and applications; local government structure and operation, including budgetary procedures.
- Considerable knowledge of research methodology and statistics, modern management practices; financial management, banking and real estate practices.

- Knowledge of Community Development projects, policies and procedures; thorough knowledge of grant writing and research; thorough knowledge of budget development.
- Skill in the translation of technical data, financial documents and accounting records into an easily understood format.
- Skill in public relations; making presentations, writing reports and other communication practices.
- Skill in general office management and practices, interpersonal communication, employee supervision, motivation, and the ability to direct the work of others.
- Ability to establish and maintain effective working relationships with citizens, business owners, developers, financiers and other government agencies.
- Ability to direct, motivate, develop, and evaluate subordinates; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other agencies, and the public.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, spreadsheets, and database software; motor vehicle; phone; fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to sit, stand or walk; talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally may be exposed to wet and/or humid conditions, or airborne particles.
- The noise level in the work environment is usually quiet to moderate.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.